



STATE OF HAWAII APPLICATION FOR CIVIL SERVICE POSITIONS

DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS

Personnel Office

830 Punchbowl St., Room 415, Honolulu, Hawaii 96813

GENERAL INSTRUCTIONS: Please type or print legibly in blue or black ink.

The information you provide will be used to determine whether you qualify for the job(s), for which you are applying.

- Your entire application and attachments (if any) must be received only at the Personnel Office above.
- Before applying, read the position requirements described in the **Announcement** carefully to determine if you qualify for the position.
- Any additional required forms described in the **Announcement** can be obtained from this office.
- Answer the questions completely and accurately. Your application may be rejected if it is incomplete or you may be disqualified or dismissed from employment if you provide false information.
- You must notify this office in writing of any changes to your name, addresses, telephone numbers or availability information.
- We will not be responsible for any mail or correspondence which does not reach you.
- Your application and supporting documents are confidential and become our property. Please keep copies for your own record.
- The information you submit on this form may be verified.
- The information on pages 1 and 2 will not be released to persons involved in the appointment process.

The State of Hawai'i is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

1. CITIZENSHIP STATUS.

The State of Hawai'i requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

☐ I acknowledge I have read and understood the above information.

2. UNITED STATES MILITARY SERVICE/ VETERAN'S PREFERENCE

Note: Veteran's Preference is only applicable for open-competitive recruitments.

If you are claiming Veteran's Preference, please scan and attach a copy of your DD-214 form and/or official statement from the Veterans Administration or armed forces to your application.

- ☐ None
- ☐ I am claiming 5 Veteran's Preference points and will submit a copy of my DD-214.
- ☐ I am claiming 10 Veteran's Preference points and will submit a copy of my DD-214 and/or official statement from the Veterans Administration (VA), as applicable.

If you are claiming U.S. Military Service, please complete the following:

A. Date Entered Service: _____

B. Date Separated From Service: _____

3. _____
POSITION TITLE APPLYING FOR

4. _____
RECRUITMENT NUMBER

5. NAME: _____
Last First Middle

6. OTHER
NAMES USED
OR FORMER
LAST NAME: _____

7. MAILING
ADDRESS: _____
P.O. Box or Number and Street

City State Zip Code

8. PHONE
NUMBER: _____
Home Other

9. CERTIFICATE OF APPLICANT

I hereby certify that all statements in this application are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment in the service of the State of Hawai'i. I have read the terms or conditions stated on this application and understand that there may be additional employment-related tests as required.

_____ Date

_____ Original Signature of Applicant

STATE OF HAWAI'I APPLICATION FOR CIVIL SERVICE POSITIONS

The information on pages 1 and 2 will not be released to persons involved in the appointment process.

Information requested in items 10 through 19 is needed to make determinations on your suitability for employment. Dismissals from employment or dishonorable separations from military service do not automatically disqualify you from employment. The circumstances of each individual case will be evaluated against the requirements of the position for which you have applied, to determine suitability for employment.

10. DISMISSALS FROM EMPLOYMENT AND/OR DISHONORABLE SEPARATIONS FROM MILITARY SERVICE

Within the past five years, were you:

A) Fired, terminated for cause, dismissed, discharged or asked to resign from employment? ☐ YES..... ☐ NO

B) Separated from military service under conditions other than honorable? ☐ YES..... ☐ NO

(If you answer "Yes" to question 10A or 10B, please explain in detail in item #11 below, the dates and reasons for your dismissal from employment or separation from military service. For dismissals from employment, provide also the name and address of the employer.)

11. _____

12. WITHIN THE PAST THREE (3) YEARS, HAVE YOU BEEN CONVICTED OF ANY OFFENSE RELATED TO CONTROLLED SUBSTANCES? ☐ YES..... ☐ NO

(If you answer "Yes" to the above question, please explain in detail in item #13 below, the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.)

13. _____

14. HAVE YOU EVER BEEN CONVICTED OF ANY ACT, ATTEMPT OR CONSPIRACY TO OVERTHROW THE STATE OR FEDERAL GOVERNMENT BY FORCE OR VIOLENCE? ☐ YES..... ☐ NO

(If you answer "Yes" to the above question, please explain in detail in item #15 below, the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.)

15. _____

16. SUSPENSION OR REVOCATION OF LICENSE

Was your license or certification to practice in a regulated profession (for example, physician, engineer, nurse, plumber, etc.) ever suspended or revoked? ☐ YES..... ☐ NO

(If you answer "Yes," please explain in detail in item #17 below, the type of license; the date; the state; the specific board or organization that suspended or revoked your license; the circumstances of the suspension or revocation; and any other relevant information you wish to provide.)

17. _____

18. SETTLEMENTS OR AGREEMENTS

Have you accepted a settlement, a cash buyout such as through the State's Separation Incentive Program or are you subject to any restriction limiting or precluding you from seeking or securing employment with the State of Hawai'i? ☐ YES..... ☐ NO

(If you answer "Yes," to question 18, please explain in detail in item #19 below, the reason and date of your settlement or restriction from applying with the State of Hawai'i.)

19. _____

STATE OF HAWAI'I DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
Application For Civil Service Positions
EDUCATION AND EMPLOYMENT HISTORY

1. POSITION TITLE APPLYING FOR: _____

2. RECRUITMENT NUMBER APPLYING FOR: _____

The information you provide will be used to determine whether you meet the minimum qualification requirements in the Class Specifications. As required by federal and/or state laws, we do not discriminate on the basis of age, sex (including gender identity or expression), religion, race, color, ancestry, national origin, disability, marital status, veteran's status, sexual orientation, arrest and court record, citizenship, genetic information or any other protected characteristic. The State of Hawai'i is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

3. NAME: _____

Last First Middle

4. OTHER NAMES
USED OR FORMER

LAST NAME: _____

5. E-MAIL

ADDRESS: _____

6. MAILING

ADDRESS: _____

P.O. Box or Number and Street

City State Zip Code

7. PHONE NO.: _____

Home Other

8. EDUCATION HISTORY: When verification is required, the documentation must be submitted at the time of the application. If not, you may not receive credit for the training and/or your application may be considered incomplete and rejected. The information you provide in this section will be used strictly in the evaluation of your qualifications for the position(s) for which you are applying. The information you submit on this form may be verified.

**DO NOT
WRITE
IN THIS
SPACE**

A. NAME AND LOCATION (city and state) of last grade school attended: (elementary, intermediate or high school)
 (School name/type) (City/State/Country)

Did you graduate? ☐ Yes ☐ No If no, what grade level did you complete? _____

Did you receive a GED? ☐ Yes ☐ No

B. TRAINING: In-service training, business, trade, armed forces, college or university, graduate of professional schools.

NAME & ADDRESS	Course or Major Field of Study	Number of Credits or Hours Completed		Kind of Degree, Diploma or Certificate Received
		Semester	Quarter	

9. LICENSES, CERTIFICATES, OTHER QUALIFICATIONS

A. DRIVER'S LICENSE: ☐ Yes, I have a valid driver's license or I am able to obtain a valid driver's license by the time of appointment.

☐ No, I do not have a driver's license and/or I am not interested in being considered for positions which require a driver's license.

B. OTHER LICENSES OR CERTIFICATES: Please indicate the kind, registration number, and the State or other licensing authority. *If proof of evidence is required, please submit a photocopy or present for verification.*

C. KNOWLEDGE OF LANGUAGE OTHER THAN ENGLISH: List the language and check the appropriate block(s). Some positions require the ability to speak, read, and/or write in a language other than English.

LANGUAGE	SPEAK	READ	WRITE

D. SPECIAL QUALIFICATIONS: Include membership in professional or scientific societies, honors, awards, fellowships, publications (list but do not submit unless requested), etc.

STATE OF HAWAII DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
Application For Civil Service Positions
EDUCATION AND EMPLOYMENT HISTORY

10. EXPERIENCE: Please type or print legibly in blue or black ink. Begin with your present or last employment/training and work backwards. Describe all employment/training, including military service and volunteer work. Use separate blocks if your duties and responsibilities changed while working for the same employer. To receive full credit for your experience, describe in detail the tasks you were assigned. If you supervised others, explain your duties as a supervisor and indicate the number and job duties of employees you supervised. If more space is needed provide the information on a blank sheet titled "Experience" and attach it to this form. Information you submit on this form may be verified.

Please complete this section even if you are attaching a resume or other documents.

Your Present or Last Position	Employer _____ Address _____	From: _____ Month Year
	Supervisor's Name and Title _____ Company Phone Number _____ Company URL Internet Address _____ Your Position Title and Duties _____	To: _____ Month Year <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer
		Average hours worked per week _____
		Starting Salary \$ _____ Per _____
		Ending Salary \$ _____ Per _____ Reason(s) for leaving _____
	Do you supervise? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many employees? _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Employer _____ Address _____	From: _____ Month Year
	Supervisor's Name and Title _____ Company Phone Number _____ Company URL Internet Address _____ Your Position Title and Duties _____	To: _____ Month Year <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer
		Average hours worked per week _____
		Starting Salary \$ _____ Per _____
		Ending Salary \$ _____ Per _____ Reason(s) for leaving _____
	Did you supervise? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many employees? _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Employer _____ Address _____	From: _____ Month Year
	Supervisor's Name and Title _____ Company Phone Number _____ Company URL Internet Address _____ Your Position Title and Duties _____	To: _____ Month Year <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer
		Average hours worked per week _____
		Starting Salary \$ _____ Per _____
		Ending Salary \$ _____ Per _____ Reason(s) for leaving _____
	Did you supervise? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many employees? _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Employer _____ Address _____	From: _____ Month Year
	Supervisor's Name and Title _____ Company Phone Number _____ Company URL Internet Address _____ Your Position Title and Duties _____	To: _____ Month Year <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer
		Average hours worked per week _____
		Starting Salary \$ _____ Per _____
		Ending Salary \$ _____ Per _____ Reason(s) for leaving _____
	Did you supervise? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many employees? _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employment Analyst IV, SR-22 Oahu, 17-017
Supplemental Questionnaire - Submit with Application

1. REQUIRED SUPPLEMENTAL QUESTIONS

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not** submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

☐ I acknowledge I have read and understand the above information.

May we send your eligibility determination letter by email?

☐ YES Email address: _____

☐ NO Prefer hard copy by mail.

Employment Analyst IV, SR-22 – Oahu, 17-017

Print Name

Signature

Date

Name: **2. GENERAL EXPERIENCE REQUIREMENT**

Do you have at least one (1) year of work which involved progressively responsible research statistical analyses experience involving the compilation, examination, analysis, and interpretation of statistical and other data as described in the vacancy announcement?

☐ Yes ☐ No

If YES, on a separate sheet, identify each experience you would like us to consider and provide the following information. All employers listed should also be listed on your application. Any information you submit may be verified. Treat each change in employer or position separately. The information for each employer should include:

- A. Name of employer, dates of employment, and job title.
- B. Description of this employer, services provided and clientele served. Was this a federal or state office?
- C. What was the **primary** function of your position? What were your **major** duties and responsibilities? In your description, avoid the use of vague terms such as "processed worksite," "investigated accidents," etc.
- D. Describe in detail how your work involved industrial accident investigation.
- E. Describe in detail how your work involved site inspection for safety hazards and suggesting means for correcting any safety hazards.
- F. Describe in detail your experience in preparing written reports.

4. SPECIALIZED EXPERIENCE REQUIREMENT

Do you have at least two (2) years of work experience which involved progressively responsible employment analysis experience as described in the vacancy announcement? Such experience must demonstrate the ability to apply research and statistical theory and methods to labor force, labor market and labor utilization research.

☐ Yes ☐ No

If YES, on a separate sheet, identify each experience you would like us to consider which clearly depicts your level of expertise in dealing with issues involving OSH requirements.

All employers listed should also be listed on your application. Information for each employer should include:

- A. Name of employer, dates of employment, and your job title.
- B. Description of employer, services provided and clientele served. Was this a federal or state office?
- C. Describe in detail the exact nature of your involvement in dealing with implementation of occupational safety and health laws, codes, rules, regulations and standards.
- D. Describe in detail your experience in conducting inspections of worksites and/or environment.
 - What did you look for?
 - How did you determine compliance with OSH laws, codes, rules, regulations and standards?
 - What kinds of recommendations and/or corrective actions did you propose?
 - What types of investigations, if any did you recommend/conduct?
 - Describe in detail the types of measuring and sample collection devices used in the enforcement of codes and standards?
- E. Describe in detail your experience in preparing detailed narrative reports.

Name: **5. SUBSTITUTION FOR EXPERIENCE**

Are you substituting education for the General Experience Requirement as described in the vacancy announcement?

☐ Yes ☐ No

If **YES**, submit a copy of your official transcripts.

6. ADDITIONAL INFORMATION

Do you have any other information related to this position that you would like us to consider?

☐ Yes ☐ No

If **YES**, submit with your application.

7. Supporting documents such as transcripts, driver's license, or professional licensure if applicable as described in the job posting must be submitted to the Department of Labor and Industrial Relations (DLIR) to complete your application within 5 days of submitting your application. **Note: You must re-submit supporting documents to DLIR if they were submitted to the:**

1. City & County of Honolulu;
2. Hawaii State Judiciary;
3. Hawaii Department of Education;
4. State of Hawaii - Department of Human Resources Development

Please select from one of the statements below:

☐ Supporting documents are attached.

☐ Supporting documents are forthcoming and will be mailed to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 415, Honolulu, Hawaii 96813.

10. DOCUMENTS TO BE SUBMITTED

to the Department of Labor and Industrial Relations, Human Resources Office within 5 days:

- ✓ Application for Civil Service Positions
- ✓ Supplemental Questionnaire
 - Attachments (if applicable)
- ✓ Supporting documents
 - Transcripts (if applicable)